



Loss Prevention Week – Personal / Group Loss Prevention Plan

**Richmond Refinery Safety Topic of the Day
Thursday**

1/21/2010

Personal and Group Loss Prevention Plan



- O&M supervisors conduct Group Loss Prevention Plans.
- General Office and Technical Conduct Personal Loss Prevention Plan
- Integrate plan into your PMP Section #3.
Expectation review and update the group Loss Prevention Plan as needed.
- Include multiple sample risk plans
- Individuals

Personal and Group Loss Prevention Plan Supervisor Guide



This year, we will integrate the Loss Prevention Plan into our PMP Section 3.

1. First determine which group you fall into:

- O&M supervisors conduct *Group Loss Prevention Plans*.
- All Others conduct *Personal Loss Prevention Plans*

2. Take a moment to introduce the topic of the Loss Prevention Plan – it is intended to help individuals and groups identify their risks and create actions that will mitigate the identified risks. (hand out copies of the plan to individuals).

Personal and Group Loss Prevention Plan Supervisor Guide



3. O&M groups will now discuss their greatest risks and form actions that will mitigate the risks. After discussion, the O&M Supervisor will record and capture the risks and actions.
4. Individuals will complete and post the Personal Loss Prevention Plan.
5. Finally, **integrate the Plan into your PMP Section #3, entitled this agreement "Loss Prevention Plan". O&M supervisors will complete this action for their workgroup.** This section of the PMP will be reviewed during the normal PMP process and updated quarterly.

Loss Prevention Plan



Personal Loss Prevention Plan for 2010 Risk Recognition = Loss Prevention

Your 2010 Personal Loss Prevention Plan will include your personal risk assessment and what action **you** will take to mitigate your risk, keeping yourself and others safe and preventing loss. It does not have to conform to any specific format and there is no set number of risks or actions.

The only criteria for a Personal Loss Prevention Plan are: identifying your risk, taking action to address the risk and having people recognize your loss prevention efforts in action. Your Personal Loss Prevention Plan should be focused on you, your behavior and accountability.

My Risk is: Falling down stairs - slip, trip and falls while attending meetings.

My Risk is: Failure to involve the right people when I'm working on projects that are new to me.

My Risk is: Motor Vehicle Crash - driving to and from work.

The Action I will take: I will hold the handrail when ascending and descending stairs. I must have one hand free to do so.

The Action I will take: I will involve the right people whenever I'm completing tasks and actions that are new to me. I will follow the Tenets and conduct and LPSA whenever conditions change.

The Action I will take: I will adhere to the speed limit and I will come to a complete stop at all stop signs. I'll also create a journey plan and limit any distractions.

The Action I will take: I will complete my LPSA whenever conditions change.

The Action I will take: I will complete a vehicle "walk around" inspection before driving any car - company or personal.

Here is a sample Personal Loss Prevention Plan.

[Click here for Personal Loss Prevention Plan](#)

[Click here for Group Loss Prevention Plan](#)

Our Loss Prevention Week Plans will be updated throughout the year.



2010

- Every task, the right way, every time

1Q

- Loss Prevention Plan – Got Risk?

2Q

- Accelerating Relationships with IIF

3Q

- LPS Maintain and Sustain

4Q

- Beyond Zero



Audio Recording

Message from Tery Lizarraga,
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Audio Recording